

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
District Representative for Senator Stone**

SUMMARY:

Under the supervision of the Chief of Staff and the District Director, the District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, he or she must monitor any pertinent district or local issues, especially those involving state agencies and keep the Senator and District Director up to date. The District Representative must be able to represent and articulate the Senator's position on legislative and local issues that affect the district through verbal and written communication.

ESSENTIAL JOB FUNCTIONS:

- Brief the Senator in preparation for district meetings with constituents and attend meetings with the Senator.
- Act as the representative for the Senator by attending district-related events and meetings on his behalf; may include public speaking or certificate presentations.
- Keep up to date on district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with opinion leaders in the district including regularly attending community group meetings, events, etc.
- Respond to constituents and district organizations both verbally and through written communication as to the Senator's position on district-related legislation or issues.
- Prepare regular reports for the Senator on district activities and assigned policy areas, in addition to meetings and events attended.
- Perform constituent services and casework as assigned.
- Responsible for drafting and sending letters for congratulations, thank you and other types of acknowledgment on a regular basis.
- Work a flexible schedule, including nights and weekends as needed.
- Perform other duties as assigned.

EDUCATIONAL REQUIREMENTS:

- Bachelor's degree or equivalent professional experience is preferred.
- Bilingual – Spanish Speaking.

DESIRABLE SKILLS AND KNOWLEDGE:

- Strong oral and written communication and interpersonal skills.
- Understanding of the legislative process and constituent services, including a working knowledge of the responsibilities of local, state and federal agencies and departments.
- Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities.

PAY RANGE AND FILING DATE:

- \$3548-\$5938 per month plus benefits. Prior compensation will be considered. Cover letter and resumes will be accepted until July 8, 2016

SUBMIT COVER LETTER AND RESUME TO:

Glenn.Miller@sen.ca.gov

- No Phone calls please.